

**SUBJECT:**            **ACCESS TO BUILDINGS**

**Supersedes:**        **6.07**

**Effective:**           **April 9, 2009**

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**Approved by:**      **Board of Education**

**1.0 Policy**

The safety program developed by the schools shall establish guidelines and/or procedures for the control of access into the schools. Those guidelines/procedures shall incorporate the following general provisions.

**1.1 PERSONS AUTHORIZED TO ENTER**

Only those persons with a legitimate need to be within the schools shall be authorized to enter. All persons, excepting students and staff, wishing to obtain authorized entry into school buildings must be cleared with the school principal or front office staff immediately upon entering the school building.

**1.2 AFTER HOURS ENTRY**

Only employees authorized to enter any restricted areas and/or school buildings after hours will be limited to those with an obvious need to enter, including but not limited to principals, building engineers, custodians, etc. All unauthorized persons who are found in restricted areas of school buildings or in school buildings after hours will be asked to leave and/or the Detroit Police department dispatched

**1.3 CLEARANCE LISTS**

Names of persons with authorized entry will be first cleared with the building principals and/or General Superintendent/designee and then given to the security department, and as directed, to the Detroit Policy Department.

**1.4 CODES, CARDS, KEYS AND OTHER MEANS OF ENTRY**

Codes, cards, and/or keys permitting entry into school buildings will be strictly controlled and issued only to those with a legitimate need. Lost codes, cards, and/or keys must be reported immediately to the building principal and/or the security department. Duplication of codes, cards, and/or keys is strictly prohibited and will subject the violator to disciplinary action, up to and including termination.

**Attachments to Policy \_\_\_:\_\_\_:** None

**See also:** None

**Legal References:** None

**Labor Contract References:** None